

57-414

This Notice Expires 1 January 1958

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NOTICE

PERSONNEL

10 December 1957

PAY ADMINISTRATION

CHANGE IN PAYDAY FOR COMPENSATION
PAYABLE ON 27 DECEMBER 1957 FOR EMPLOYEES
PAID FROM VOUCHERED FUNDS

1. In order to provide Agency employees before Christmas with the pay checks which normally would be dated and distributed on 27 December 1957, arrangements have been made to advance the payday to 24 December 1957.

2. Accordingly, checks due on 27 December 1957 will be available for employees during the forenoon of 24 December 1957.

SPECIAL INSTRUCTIONS FOR TIME AND
ATTENDANCE CLERKS

1. To accomplish the above arrangement, each Time and Attendance Clerk shall deliver all Time and Attendance Reports for the pay period ending 14 December 1957 to the Payroll Branch, Fiscal Division, 1300 Curie Hall not later than 12:00 noon Monday, 16 December 1957. It is urged that Time and Attendance Reports be delivered as soon as possible after 8:30 a.m. but not later than 12:00 noon. Any deviation from this schedule may result in some employees being omitted from the payroll for the period.

2. Pay clerks are advised that they may pick up the pay checks beginning at 8:00 a.m. Tuesday, 24 December 1957 at 1300 Curie Hall.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

15/
L. K. WHITE
Deputy Director
(Support)

DISTRIBUTION: ALL EMPLOYEES

STATINTL

DD/s Chron & Subj. ~~Oct 9~~